

**GUAM COMMUNITY COLLEGE EMPLOYEES ASSOCIATION
RE-STATED BY-LAWS (AMENDED)**

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ARTICLE I

Name

The name of this Association shall be the GUAM COMMUNITY COLLEGE EMPLOYEES ASSOCIATION (GCCEA).

ARTICLE II

Objectives

This Association is organized and sanctioned by members of the Association who are employees of Guam Community College for non-profit purpose, and shall serve as a non-profit organization. The objectives of this Association shall be as follows:

- A. To promote the general welfare of employees who are members by means of intellectual growth, social interaction, and physical fitness through organized programs and Association sponsored functions and/or programs;
- B. To enhance goodwill and unite efforts among all employees of the College;
- C. To enhance each member's pride in his own work and division;
- D. To develop better relationship between members, the public and business communities, and other government departments and agencies;
- E. To provide assistance to members in the form of material properties of the Association, such as canopies, etc., on a temporary loan basis only. The Association will require a security deposit to insure that all material is returned in good condition.
- F. To foster and provide activities for the social well-being and morale of its members.

ARTICLE III

Membership and Dues

Section 1 - ELIGIBILITY

The members of this Association shall be limited to those employees who are actively employed

by Guam Community College on a permanent basis. Membership shall be automatic upon payment of initiation fee and submission of enrollment application accompanied by a signed payroll deduction authorization form.

Section 2 - RIGHTS

Active members shall have the following rights: (1) To attend and participate in all regular and called meetings of the Association; (2) To vote on all issues pertaining to the Association; (3) To hold office when elected and to serve on committees when appointed, subject to qualifications set by the by-laws or the particular office or committee; (4) To participate in all functions of the Association; (5) To receive all benefits subject to the eligibility requirements set forth by the by-laws and be current on dues.

Section 3 - DUES

The annual dues shall be fifty-two dollars (\$52.00-twelve month employees) excluding the initiation fee payable in advance upon membership, or two dollars (\$2.00) payable on each pay period only authorized by payroll deduction plan. The bi-weekly deduction for employees paid on a nine month basis is two dollars and forty-eight cents (\$2.48). The membership initiation fee shall be five dollars (\$5.00), effective June 1988. No retroactive payment of dues is allowed. Membership is effective the payperiod the enrollment application is signed. Treasurer shall notify those members who are one month (2 payperiods) in arrears, and those whose dues are not paid within thirty (30) days from the date of notification shall be automatically dropped from membership and forfeit all rights provided for by the Association as a member. Any member with dues in arrears shall not be entitled to receive benefits during that period of arrears. Dues paid shall not be refunded to any member under any circumstances.

A member whose membership was terminated because of delinquency on dues may be reinstated upon approval of the Executive Board and will be subject to payment of all dues for the period of delinquency and the dues for the current month.

Any member who terminates his/her employment with the College shall ipso facto cease to be a member of the Association.

ARTICLE IV

Officers

Section 1

The officers of this Association shall consist of a President, Vice President, Treasurer and Secretary. These officers shall perform the duties as prescribed by these By-Laws.

Section 2 - ELIGIBILITY FOR OFFICE

Members recommended (with the exception of the College's Management Team Members) with permanent employment status shall be eligible for any office, provided that he/she shall have consented to serve if elected, and shall have such other qualifications as the Association may regulate.

Section 3 - NOMINATIONS

Nominations for officers shall be made by a nominating committee of at least three members appointed by the Executive Board no later than one month prior to the election of officers for the following general membership meeting. It shall be the duty of this committee to solicit nominations from members for candidates for the offices to be filled at the annual general membership meeting in NOVEMBER. The consent of each candidate must be obtained before his/her name is placed on nomination.

Section 4 - ELECTIONS

The officers shall be elected by ballots as required by the nomination committee. A candidate obtaining the majority of the votes casted shall be deemed elected.

Section 5 - TERM OF OFFICE

Officers and Executive Board members shall serve for two (2) years or until their successors are elected. The term of office shall commence JANUARY 1 until DECEMBER 31 the following second year. No member shall hold more than one office at the same time.

Section 6 - VACANCIES OF OFFICERS

Vacancies shall be filled as follows:

- (A) A dual vacancy in the offices of President and Vice President occurring twelve (12) months or more prior to the expiration of a term shall be filled by a special election through a nomination committee as assigned by the Executive Board; A dual vacancy in the offices of President and Vice President occurring less than twelve (12) months prior to the expiration of a term shall be filled by interim appointments by the Executive Board.

- (B) A vacancy in any elective office other than the presidency occurring twelve (12) months or more prior to the expiration of a term shall be filled by a special election through a nomination committee as assigned by the Executive Board; A vacancy in any elective office other than presidency occurring less than twelve (12) months prior to the expiration of a term shall be filled by interim appointments by the President.
- (C) A vacancy occurring in the office of the President shall be filled automatically by the Vice President regardless of how many months is left on the term of office; when the Vice-President vacates his/her position for this reason, item B above will apply in filling that vacancy.

Section 7 - REMOVAL

Any officer may be removed for cause by a two-third decision of the Executive Board. Notice for removal shall be no less than two (2) weeks prior to the pay period affected, and be accompanied by written justification and minutes of the Executive Board's decision for removal.

ARTICLE V

Duties of Officers

Section 1 - POWERS & DUTIES OF THE PRESIDENT

- (A) Preside at all meetings of the Association and of the Executive Board.
- (B) Appoint the chairman of all committees deemed necessary to carry out the objectives and goals of the Association.
- (C) Appoint interim officers in accordance with Article IV of these By-Laws.
- (D) Call special meetings when necessary.
- (E) Countersign all financial disbursements signed by the Treasurer.
- (F) Sign all correspondences pertaining to the Association.

Section 2 - DUTIES OF THE VICE-PRESIDENT

- (A) Attend all meetings of the Association and of the Executive Board.

- (B) Shall discharge the duties of the President in his/her absence and shall execute the work of the Association under these By-Laws in the same manner and with like powers as the President.
- (C) Shall render assistance as may be required by the President;
- (D) Shall fill the office of the Presidency in the event of a vacancy or prolonged absence.

Section 3 - DUTIES OF THE TREASURER

- (A) Keep an accurate account of all financial transactions of the Association and shall deposit all monies in a bank designated by the Executive Board.
- (B) Present financial reports when required by the President, Executive Board and/or any member requesting.
- (C) Co-sign all financial disbursements of the Association.
- (D) Maintain files on all receipts of expenditures of the Association.
- (E) Notify members who are in arrears or on delinquent status, and maintain an updated listing of active members with their date of birth.

Section 4 - DUTIES OF THE SECRETARY

- (A) Shall record and keep minutes of all meetings of the Association.
- (B) Shall maintain an accurate list of the names of all officers, executive board members, and active members.
- (C) Shall prepare agendas and notify the officers and executive board members of called meetings of the Association.
- (D) Prepare annually a list of all regular and general membership meetings as prescribed by these By-Laws, Article VI, and distribute to all active members for their information.

ARTICLE VI

Meetings

Section 1 - REGULAR MEETINGS

The regular meetings of the Association shall be set on the second Tuesday of every other month.

Section 2 - ANNUAL GENERAL MEMBERSHIP MEETING

There shall be an annual general membership meeting of the Association to be held every first Monday of November.

Section 3 - SPECIAL MEETINGS

The President may call special meetings during any month to transact special business or when the need arises.

Section 4 - QUORUM

Members in attendance (but no less than three) of a called meeting shall constitute a quorum (inclusive of an officer and an executive board member).

Section 5 - CONDUCT & ORDER

The conduct and order of meetings shall normally and generally be governed by the "Roberts Rules of Order".

ARTICLE VII

The Executive Board

Section 1

The government of this Association shall be vested in the Executive Board who shall approve all functions and distribution of funds.

Section 2

The officers and the division representatives shall constitute the Executive Board.

Section 3

Each of the divisions of the College will be granted one (1) representative for every ten (10) members within that division. These representatives are to be appointed by the President to serve the same two (2) year term along with the elected officers. The College divisions are described as follows:

MSD Office of the President; Communications & Promotions; and ~~Assistant to the President.~~ *Asst*

AA Academic Affairs VP Office; PRVTEA; PVEIP; ~~Curriculum Development & Instructional Support~~; Admissions & Registration; School of Business, ^{*Trades & Prof Serv*} Social Science & Tourism; School of Technology & ^{*Student*} Human Services; and School of Student Development.

AS L-R Planning ^{*& Development*} & MIS; ~~Federal Grants Office~~; Human Resource Development; Facility Planning; Environmental Safety; ~~Food Service~~; Administrative Support Services; and ~~Security~~.

BF Controller's Office; Budget & Contracts; ^{*HR*} Personnel; Materials Management; Student Financial Aid; and Bookstore. *HR*

Section 4

Each representative shall be responsible to disseminate and/or collect information or votes regarding activities, functions and involvement of the Association to their assigned division representation.

Section 5

All representative should attend all meetings called by the Association; if unable to attend, make arrangements that his/her alternate attend the meeting.

ARTICLE VIII

Committees

There shall be standing or special committees appointed by the President whenever necessary to carry on the work of the Association to meet the objectives as prescribed in Article II of these By-Laws. The President or Vice President shall be an ex-officio member of all committees with the exception of the Nomination Committee.

ARTICLE IX

Benefits

All members are entitled to the following benefits with the exception of the benefits requiring an eligibility period as stated below.

It shall be the responsibility of the division/department representative (Executive Board Member) to inform the Treasurer in the event of their assigned members' hospitalization, separation, death of immediate family in order that the benefits entitled be claimed and disbursed to the respective member.

A. BIRTHDAYS OF MEMBERS

A birthday card with \$10.00 cash will be given to the celebrant

B. HOSPITALIZATION (MEDICAL TREATMENT OF MEMBERS)

A monetary donation of \$20.00 will be given to the member for on or off-island hospitalization. (This benefit is limited to one donation per year, per month).

C. DEATH OF MEMBERS' IMMEDIATE FAMILY

A monetary donation of \$25.00 and a sympathy card will be given to the member whose immediate family member has passed away. Immediate family member is defined and limited to parents, spouse, son, daughter, brother or sister.

D. EMPLOYEE/MEMBER SEPARATION (Death, Retirement, Resignation)

A monetary gift based on the following employees association membership credits:

1. Ten (10) years plus—————\$150.00
2. Seven (7) years - less than 10 years———\$75.00
3. Three (3) years - less than 7 years———\$50.00
4. One (1) year - less than three years———\$25.00

F. SOCIAL ACTIVITIES

Only members who are current in their dues and have been a member for a period of no less than three months (6 pay periods) shall be entitled for the subsidy or free admission on whatever the Executive Board has authorized for that particular function such as Labor Day, Christmas Parties, End of the School Year Party, and other activities that the College provides for the employees.

ARTICLE X

Miscellaneous

Section 1

Unless otherwise stipulated, a "majority" vote means a majority of the votes casted, regardless of the number of members present or the number of votes casted.

Section 2

A certificate or letter of appreciation, signed by the President and the Secretary may be awarded to an individual person and/or body or organized persons, in the name of the body, who have rendered some distinguished service to the Association.

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Amended: By the Executive Board, January 23, 1997


ARTICLE XI

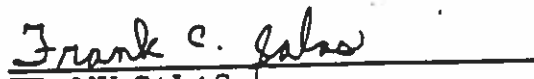
Amendment of By-Laws

These by-laws (should read: By-Laws) may be amended at any regular or special meeting by a majority of the votes casted of the members in attendance of the called meeting.

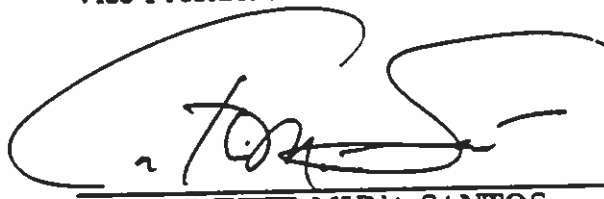
ACKNOWLEDGEMENT

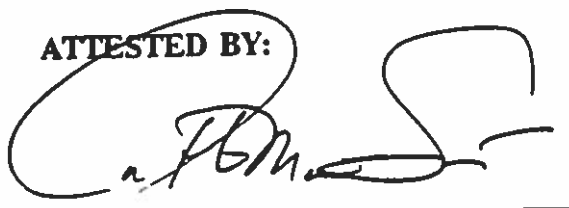
LET THE RECORD SHOW THAT THESE BY-LAWS WERE UPDATED AND REVISED TO REFLECT ALL CHANGES AND/OR AMENDMENTS RECORDED ON THE MEETING MINUTES OF JANUARY 23, 1997 OF THE EXECUTIVE BOARD OF GUAM COMMUNITY COLLEGE EMPLOYEES ASSOCIATION.


LOURDES V. BAUTISTA
President


FRANK SALAS
Vice President


PATRICK A. WATSON
Treasurer


ANTONNETTE MUNA SANTOS
Secretary

ATTESTED BY:

ANTONNETTE MUNA SANTOS
Secretary

